

STATE OF MONTANA
DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES
MONTANA DEVELOPMENTAL CENTER
P.O. BOX 87
BOULDER, MT 59632

VACANCY ANNOUNCEMENT

EXTERNAL POSTING

FEBRUARY 6, 2008

3 PAGES

Title:	Food Service Worker	Position No.:	51190
Division:	Disability Services	Pay Grade:	7
Location:	Montana Developmental Center Boulder, MT	Union:	AFSCME
Status:	Perm/Full-Time	Starting Date:	As soon as possible
Salary:	\$7.999 hourly for employees new to state government	Supplement:	No

APPLICATION DEADLINE: Applications may be returned to the Montana Developmental Center, Personnel Office, PO Box 87, Boulder, MT 59632 no later than 5:00 p.m. February 21, 2008. Applications may be faxed to 406-225-4414 or e-mailed to cbirtcher@mt.gov. Completed applications may also be submitted to your local Job Service office.

SPECIAL INFORMATION: Shift 10:00 a.m. - 6:00 p.m. Days off Monday and Tuesday.

Facility policy restricts smoking to designated areas.

Current certification of freedom from tuberculosis is required. A skin test will be provided by Montana Developmental Center for persons able to use this test.

REASONABLE ACCOMMODATIONS: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact Donna Gilmer, Human Resource Specialist at (406) 225-4439. TDD (Telephone Device for the Deaf) users may call 711 for assistance.

ESSENTIAL JOB FUNCTIONS:

- A. Completes Food Preparation Procedures.
1. Provides on the job training and instruction for new employees in all aspects of the assigned duties.
 2. Initiates and completes physical inventory of frozen items, and items needed for production and trayline to facilitate ordering.
 3. Selects and gathers frozen items for tempering, hydrates dried foods, chops and/or blenderizes food items being sure to measure ingredients to meet the needs of specific recipes and production sheets.
 4. Portions and pre-plates individual servings of menu items following Hazard Analysis Critical Control Point (HACCP) requirements for food safety and strict dietary guidelines for various modified textures, diet portions, allergies, food intolerances, and food dislikes.
 5. Accurately measures, weighs, and portions out food creating textured food substitutions that look as appealing as the original food item while adhering to therapeutic diet restrictions.
 6. Assembles sack meals by making sandwiches, filling containers, and adding other specified food items to meet dietary order for specific client needs and for staff night watch, meal programs, or travel meals; places into sacks and labels each sack with appropriate date and destination. Places completed product into refrigerated area.
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ESSENTIAL JOB FUNCTIONS: - continued

7. Sorts, cleans, peels, slices, chops, dices, and purees fresh produce, meats, and cheeses utilizing commercial food service equipment and hand peelers, knives and food service gloves.
 8. Assembles supplies and food items for trayline, dining room service, and production needs from store rooms and coolers.
 9. Slices, cuts, frosts cakes, cookies, cookie bars, and bread products; packages and labels bakery items.
 10. Utilize raw ingredients as well as semi-prepared and prepared food items for client meals and cooking programs in the living units.
- B. Completes Trayline Procedures.
1. Follows HACCP guidelines for handling food and preparing station for the next meal.
 2. Writes changes on client diet tickets when tickets are misprinted or when new physician orders are received.
 3. Loads stations with necessary therapeutic, dietary guidelines, supplies, utensils, and food items for each meal plated.
 4. Portions food to match serving sizes listed on menu following therapeutic diet instructions.
 5. Places onto individual tray food, beverage, condiments, and additional Doctor ordered supplements for each client according to diet requirements and individual needs.
 6. Covers completed trays with lids, stacks, and refrigerates trays under sanitary guidelines.
 7. Trains and aids in the supervision of new employees.
- C. Completes Dishwashing, Cleaning, and Sanitizing Procedures.
1. Follows guidelines for safety when handling soiled dishware and HACCP sanitation guidelines for handling clean dishware.
 2. Makes decision to shut down dish machine when dish machine fails to meet specific standards and informs Supervisor of system unit failure. Uses appropriate 3 compartment sink method for sanitizing system components and maintains HACCP temperature requirements as needed.
 3. Fills dish machine, sorts and assigns placement of system components. Uses discretion to sort out and dispose of unusable components. Checks detergent and rinse additive level; turns on heat and pump.
 4. Monitors output of rinse/drying agent and checks temperature gauges for wash and rinse temperature minimums following HACCP guidelines. Refills as needed.
 5. Trains, works alongside of, interacts with, and aids in the supervision of client workers and new employees.
 6. Cleans and sanitizes food preparation area (i.e.: countertops, hot and cold service stations, shelves, walk-in coolers, freezers, floors, walls, drawers, etc.), commercial food service equipment (i.e.: peeler, blender, chopper, French fry cutter, chopping block, mixer, delivery carts, roll-in racks etc.), dishes, and utensils utilizing the correct washing procedure so that no food debris remains and that HACCP guidelines are followed for sanitation safety.
 7. Cleans and de-scales the dish machine; cleans sprayer arms, floor drain; and polishes dish machine using proper chemicals and personal safety apparel.
 8. Participates in required weekly supervisor meetings and scheduled mandatory staff inservices.
- D. Completes Meal Service Procedures.
1. Turns on and checks heating and chilling equipment for proper operation; sets up holding and serving station with requisitioned food items using appropriate portioning serving utensils.
 2. Calculates food usage during the dining period to prevent interruption in service due to insufficient production by visually estimating the amount of servings left in the pans and informing the Shift Supervisor of how much more is needed.
 3. Pulls food items from serving line; stores food in shallow, cleans containers labeling and dating correctly or properly disposes of food waste as well as cleans and prepares serving stations for the next meal.
 4. Records and monitors food temperatures 5 times per day to maintain safe temperature ranges in accordance with HACCP guidelines.
 5. Serves cafeteria meals to diners in a positive and helpful manner while maintaining portion and sanitation standards.

ESSENTIAL JOB FUNCTIONS: - continued

6. Maintains dining room during meal service through restocking of service ware, utensils, and beverages and cleaning to keep area sanitized and eye appealing.
 7. Reports an accurate count of the number of employees and guests fed on the monthly meal census report.
 8. Cleans and sanitizes dining room tables, chairs, and serving areas.
- E. Performs all work tasks in a proper and safe manner following established policies, general safety rules, and safe operating procedures to include, but not limited to:
1. Lifting using proper body mechanics.
 2. Using carts to safely move objects.
 3. Mopping up spills immediately.
 4. Using chemicals in proper dilution for intended purposes.
- F. Cooperates with other staff and demonstrates respect for other employees which contributes to a positive and efficient working environment.
- G. Complies with department, division and unit policy and/or direction and consults, as needed or required, with supervisors to obtain clarification or address concerns.
- H. Within the limits of training and abilities, acts to protect facility clients from immediate harm in any observed or known perilous situation where the potential for injury or death is clear.
- I. Complies with HIPAA guidelines for Level 3 information - is that which includes very sensitive information about the client, such as diagnoses, Dr. orders, and medical history information.

KNOWLEDGE, SKILLS AND ABILITIES DESIRED:

Knowledge: Working knowledge of kitchen sanitation, safety, and commercial food service equipment. Knowledge of the facility's fire and evacuation plan as well as the Material Safety Data Sheets.

Skills: Work prolonged hours while standing/walking and tolerate a hot and humid environment. Perform critical physical and mental demands of the job as noted above in the Working Conditions and Critical Physical Demands. Must safely operate commercial equipment (i.e.: dishwasher, grill, blenders, meat slicer, steamers and steam jacketed kettles, mixers, choppers, pressurized hose for cleaning, commercial can openers, hot and cold holding tables and assorted hand tools). Must perform basic math calculations.

Abilities: Must have the ability to:

1. establish and maintain effective working relationships with other employees, client workers, and residents; to communicate work effectively both orally and in writing and render assistance to residents, client workers, and other co-workers in times of emergency.
2. lift a minimum of 50 pounds.
3. pass pre-placement functional assessment and attend all annual mandatory classes such as Blood Borne Pathogens, MANDT, Proper Lifting, and Hazard Communication with completion of competency based testing of each.
4. accept responsibility and work closely with other co-workers and client workers in a very limited workspace while maintaining a positive working relationship.
5. follow all oral and written instructions.

EDUCATION/EXPERIENCE REQUIRED:

Completion of the eighth grade, but must be able to read and comprehend what is being read in order to assure clients are receiving the correct diet. No experience necessary.

IMMIGRATION REFORM AND CONTROL ACT:

In accordance with the Immigration Reform and Control Act, the person selected must produce within three (3) days of hire documentation that s/he is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

SELECTIVE SERVICE ACT:

In accordance with the Montana Compliance with Military Selective Service Act, the person selected, if male and born after January 1, 1960, must produce within three days of hire, documentation showing compliance with the federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with the Selective Service was not done knowingly or willfully.

COMPENSATION:

This position is classified at a Grade 7 on the state's general pay plan. Full-time state employees are also provided paid health, dental and life insurance. Other benefits include a credit union, a deferred compensation program, public employees retirement system, fifteen (15) working days annual leave, twelve (12) days sick leave per year, paid holidays, and up to fifteen (15) days military leave with full pay.

APPLICATION AND SELECTION PROCESS:

This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool.

Selection procedures to be used in evaluating applicant's qualifications may include an evaluation of the Montana State Application Form; a structured interview; a performance test, reference checks and an extensive background check. Application materials required are as noted below:

1. Current employees of the Montana Developmental Center must submit a Bid Request Form.
2. Other applicants must submit a signed and completed State Application for Employment to Montana Developmental Center, PO Box 87, Boulder, MT 59632, fax an application to 225-4414 or e-mail to Cbirtcher@mt.gov. Applications may also be submitted to a Local Job Service Office.
3. Applications claiming the **Veterans' or Handicapped Persons' Employment Preferences** (See State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the DPHHS (SRS) Certification of Disability form. NOTE: Veterans' and handicapped persons' preferences only apply when recruitment includes solicitation of application from the general public.

Application materials can be obtained from the Montana Developmental Center Personnel Office.

Applications will be rejected for late, incomplete, or unsigned application materials. Applicants who make willful misrepresentation during the application process will be excluded from further employment consideration for the position or will be removed from appointment. This position is an advertisement for the solicitation of applications for the position. It is not intended to represent a contract between the employer and the applicant selected.